

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR - OPERATIONS**

SALARY: **\$7674 - \$8463**

LOCATION: **DISTRICT 7 - LOS ANGELES**

FINAL FILING DATE: **JULY 5, 2006**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director and the Chief Deputy District Director, has full charge responsibility, within the delegations provided, for all activities of approximately 380+ staff within the Division of Operations. Responsible for efficient and effective administration and implementation of the Department's Traffic Operations responsibilities within Los Angeles and Ventura counties. Responsibilities include, but are not limited to:

- Responsible for the planning, organizing and directing of activities for an engineering division, comprised of approximately 380 staff, engaged in safety and operations of the District's transportation facilities. Responsible of the development, direction and implementation of policies and procedures, establishment of standard, and the development and implementation of standards, and the work priorities.
- Responsible for the timely and efficient delivery and completion of projects and services that provides maximum benefits to the traveling public on the state highway system, in accordance with federal, state and local mandates.
- Involved in the resolution of highly complex or politically sensitive issues, administrative and personnel matters, interagency and public relations work.
- As a member of the Executive Committee, assures coordination of district functions with each other, with headquarters and other external entities. Establishes proper work prioritization and resource allocation for those organizations under their supervision.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

Experience: Two years of civil engineering work at the Associate engineer level or higher in the California state service.

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of the Department of Transportation; principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to effectively supervise, direct and manage a Caltrans Division of varied professional and technical staff.
- Demonstrated experience in dealing with federal, state and local agencies in relation to laws and regulations and procedures to address or implement these standards of mitigation measures as warranted.
- Demonstrated experience in timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public.
- Demonstrated knowledge and involvement in the estimating, programming, negotiating and development of project workloads and Personnel Year and resource needs.
- Demonstrated responsibility and experience in the planning, directing and supervision of a major Caltrans program and staff to achieve programmed department goals.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent

with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **July 5, 2006**. Interagency mail received after this date will not be accepted. The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Jim Messinger
100 S. Main Street , MS 15
Los Angeles, CA 90012**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.